

LEA Presentation Guidelines for OSes IDEA Program Monitoring

These guidelines are intended to assist a local education agency (LEA) in presenting an overview of its programs, services, and systems for students with disabilities to the OSes monitoring team. The LEA presentation should last **no more than 30 minutes** and address the following areas as they relate to students with disabilities:

Student Population Profile

Provide a summary of the student population in the LEA, with a focus on students with disabilities. This summary should include the overall student population, number of schools in the LEA (broken down by level), and the total number of students with individualized education programs (IEPs). Other recommended items are a breakdown of the students with IEPs by disability category, a breakdown of the students with IEPs by least restrictive environment (LRE) percentage (0-39, 40-79, 80-100), the number of self-contained classes in the school district, the number of manifestation determination reviews in the past year, and the number of initial evaluations conducted within the last year. If the LEA has conducted its own reviews or data analyses regarding students with disabilities, include a summary of this information.

Administrative Structure and Staffing

Provide a description of the administrative structure of the special services division in the LEA that identifies each member of the administrative team, their roles, and their responsibilities. Also include a summary of special education staff in the LEA that lists the number of special education teachers and other service providers by area (e.g., resource teacher, occupational therapist, speech and language pathologist, etc.).

Internal Monitoring/Quality Assurance

Describe the LEA's quality assurance process with respect to developing and implementing IEPs. In this description, explain how the LEA identifies potential compliance issues, communicates with necessary parties, and addresses issues on both, an individual student level and systemic level.

Specific Programs and Initiatives

The presentation also provides an opportunity for the LEA to highlight any programs or initiatives for students with disabilities in the LEA. It is helpful to include in any program or initiative description: the purpose of the program or initiative; where the program or initiative is located; how many students participate; and when the program or initiative began.

Professional Learning Opportunities

Describe the LEA's system for providing LEA personnel (new and continuing) with professional learning opportunities relating to students with disabilities and how the LEA assesses the effectiveness of its professional learning opportunities. The description should identify the general format, frequency, and required participants for the professional learning opportunities. It should also explain how the LEA determines what topics will be covered and what data are used to make these determinations. Schedules and calendars for current or past professional learning opportunities can be used for illustration purposes.